



THE TRANSFORMER

NASA Dryden's IFMP Newsletter

November 2003

"To keep our faces toward change, and behave like free spirits...is strength undefeatable." – Helen Keller

Highlights

Core Financial - The Online Quick Reference Guide (OLQR) contains walk throughs for SAP user procedures, a glossary, job aids, and common error messages. To access the OLQR, type <https://access.ifmp.nasa.gov> in your web browser and select the "Online Quick Reference" link.

WebTADS - Congratulations to DFRC for transitioning to WebTADS and making it a great success! For Web TADS questions, your POCs (timekeepers) are available. The BISS Help Desk (x2477) also fully supports WebTADS.

Since it is the beginning of a new fiscal year and we've moved to a full-cost approach, use of correct labor codes is even more critical. If you have labor code questions, your resource analyst and/or project manager can assist you in identifying the correct labor codes to use. Finally, to provide advance notice of comp-time or overtime to a project manager, funds manager, or directorate, please remember to use the "Notify" button on the Comp/OT Request feature. Thanks to all of you for your enthusiasm and support of WebTADS!

Budget Formulation and Full Cost – Budget Formulation (BF) and Full Cost (FC) are here! Full Cost is the information (method of capturing costs) that is input to the BF tool; one supports the other and, as a result, communications and training are integrated.

BF was made available to the Center on October 27, 2003 and data has successfully been entered into the tool. As a reminder, Resource Analysts and the Central Budget Office are the primary users of the system. Further, we have ~100 folks who will need to view the reports derived from the data input into the BF tool.

Budget Formulation Release Schedule Update

Release 0.5 (Center functionality) was made available to the Centers on October 27, 2003 and will be used to Develop POP 06 on Full Cost basis, Project Budget Planning, Perform Workforce, FS-41 Planning, Develop Service Pool Planning, and Develop Center & Corporate G&A Planning.

Release 0.5B (Center functionality) will make available additional functionality to the Center February 2004 and will be used to perform Plan versus Actual, Institutional Construction of Facilities (C of F), and Global Recompute.

Release 1.0 (Agency and Phasing functionality) will be available in May 2004.

BISS Bits

The BISS Help Desk has been busy supporting IFM end-users with Travel Manager, Core Financial, WebTADS and Budget Formulation. As always- the BISS Help Desk support staff is ready and willing to assist with and coordinate resolution of calls. **For assistance, please call x2477.**

Training Opportunities

WebTADS Training - We are offering **WebTADS Clinics** in the IFMP Lab, building T-49, Tuesday - Thursday, November 18-20, and Monday - Tuesday, November 24-24. During the clinics, employees can use WebTADS with the assistance of a WebTADS team member. To view training dates and times for WebTADS, enter the link below in your web browser and scroll down to the WebTADS training section.

<http://www.dfrc.nasa.gov/organizations/IFMP/Modules/Webtads/index.html> For more information on training opportunities, please contact Angela Ritchey (x7983).

Center-wide Full Cost Training - Although Budget Formulation and more detailed Full Cost training is required by just a small, targeted group, it is important that everyone at the Center be aware of what Full Cost budgeting means. Please enter the link below in your web browser. This will take you to the Agency Full Cost website. Click on the "Training" section at the top of the page. Click on "Download Center training documents". Double click on the FC101 zip file and download the presentation to your desktop. Then open the file and take a few minutes to read through the presentation on Full Cost. The presentation will take ~30 minutes and it will help you to understand what Full Cost means to you and to the Center.

<https://fullcost.hq.nasa.gov/>

Targeted, End-User Budget Formulation / Full Cost Training

- Budget Formulation (BF) / Full Cost (FC) training is here! Thank you to everyone who has participated in targeted training or the broader Basic Concepts course! We appreciate your participation! To view the training that you are required to attend, please enter the link below in your web browser and save the website as a "favorite" with the title Budget Formulation Training. <http://budgetformulation.gsfc.nasa.gov/registration/index.cfm>. Center Report Viewer training is on target for Spring 2004. More details will follow.

If you have any questions about any of the training indicated above, please contact anyone on the Change Management Team: Terrence Montgomery (x 6120) or Angela Ritchey (x7983).

The Spotlight

The Change Agent Spotlight shines on Veronica Barraza who is a co-op for Code CR. Veronica began working at Dryden in May 2003 and quickly became an integral part of the Core Financial Team, the Budget Formulation Team, and the WebTADS Team performing testing, delivering training, and being an all-around support for all the teams. Veronica is a student at New Mexico State University and will be graduating in December 2004 with a degree in Accounting. Of her role on the IFM Team, Veronica says that "it is challenging work to ease the fears of employees...and my job is to help my fellow employees in any way necessary to make IFMP a success." Thanks, Veronica for the dedication and superior support you deliver to the IFM Program!